



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 20, 2014

Alice Ratigan
300 3rd St.
Panama, IA 51562

Dear Child Care Provider,

This letter is in regards to the October 15, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. *Provider has basement set up for daycare area however there are some safety issues that need to be addressed before allowing the children to play in the basement even with provider present. Provider reported she has obtained a contractor but he has not been able to complete work as of yet. The following is the safety issues: the water heater and house heater is exposed to the children's area. Provider was planning on putting up wall to prevent children from getting harmed. There was no barrier between furnace and water heater and play area. In the immediate play area there is some exposed wires within easy accessible reach of the children. Provider was planning on having these walled in. Provider agreed to not use the basement area for daycare children until these safety violations are corrected.*

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *Provider has fire extinguishers on both floors of the home however the home in the basement is expired. Provider was encouraged to purchase a metal top fire extinguisher so she could have it recharged when it became empty.*

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. *Provider needs to put one at the top of the basement stairs.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider needs to document this.*

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. *Provider did not have this policy. Provider was non-compliant with this during check on 8/13/13 and returned letter in 2013 to DHS field staff affirming she had corrected deficiency. In letter dated 8/15/2013, DHS field staff provided parameters for policy for provider. The following is information regarding what is needed:*

You should have a written policy outlining the procedures and actions you will take in the event of a health-related emergency. The policy should address the following:

- ◆ First aid measures
- ◆ Contacting emergency medical services
- ◆ Transporting of an ill or injured child
- ◆ Contacting parents
- ◆ Care for the other children in your care during the emergency

COMMENTS: Assistance with developing policies is available from your child care health consultant at your child care resource and referral agency.

110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider's children need updated physicals in file. Provider and husband need to use the Provider Physical form which is on the CCRR website: <http://www.iowaccrr.org/>.*

110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 12 children enrolled and 7 were present. Provider will need to update all forms in the children's files yearly.*

Each file contains:

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *3 of the 12 children were missing physical.*

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *1 of the 12 children was missing this in their file.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time. *Make sure to keep track of all part time children on appropriate forms.*

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

☐ 110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. *The provider has an egress window in basement but need to put in permanent steps.*

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 30, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).